

Please complete within 48 hours of tentative reservation

Ashburn Library
43316 Hay Road
Ashburn, VA 20147
VOICE/TTY: 703-737-8100
FAX: 703-737-8101

Application Date

APPLICATION FOR MEETING ROOM USE

Reservations may be made in person or by calling the INFORMATION DESK. **FEES** for **BUSINESS** or **FOR-PROFIT** use must be paid at the time of application and must be submitted with this form. Fees must be received within **48** hours of submitted application or the booking will be released. See reverse for additional details.

Date of Program:

Actual Meeting Time:
(beginning to ending)

Expected Attendance:

Total Time (including time for
setup and cleanup)

Name of Organization:

Purpose of Meeting:

Name of Representative:

Address:

Daytime Phone:

Evening Phone:

Please check one:

<input type="checkbox"/>	County or Town Government (No Charge)
<input type="checkbox"/>	Community Organization (Donations Accepted)
<input type="checkbox"/>	Non-profit organization (Donations Accepted)
<input type="checkbox"/>	Other: (Please explain)

	FEE	Hours	TOTAL
BUSINESS or FOR-PROFIT groups (\$40.00 per hour or any part of an hour). See reverse for FEE refunds for cancellations.	\$ 40.00		
BUSINESS OR FOR-PROFIT AV FEE (\$10.00)			
TOTAL FEES DUE			

Please check one:

	Meeting Room	Capacity
<input type="checkbox"/>	A	35
<input type="checkbox"/>	B	65
<input type="checkbox"/>	Story Time	85
<input type="checkbox"/>	A / B / Story Time Combined	200

Businesses and for-profit groups will be charged \$10.00 for use of AV equipment.

Please check any equipment needed:

<input type="checkbox"/>	Assistive Listening Device	<input type="checkbox"/>	Lectern	<input type="checkbox"/>	Slide Projector
<input type="checkbox"/>	Laptop/Video Projector	<input type="checkbox"/>	Microphone	<input type="checkbox"/>	
<input type="checkbox"/>	VHS/DVD Player	<input type="checkbox"/>	Overhead Projector	<input type="checkbox"/>	

Please read the information on the back and sign this form.

Please read the attached Library Policy on Meeting Room Use and the following regulations:

- ☐ No group may schedule meeting rooms more than 16 hours each month.
- ☐ The organization will provide proper supervision at all times.
- ☐ The library is pleased to provide meeting space as a community service. You may support the library and honor your organization by making a donation.
- ☐ A **ROOM USE FEE** (\$40.00 an hour or any part of any hour) will be charged to **BUSINESS** and **FOR-PROFIT** groups. Payment must be made with this form to secure the reservation or the booking will be released. Booking cancellations must be made seven (7) business days in advance in order to receive a 75% refund. Refund requests must be made in person, by fax or by email. Subject line should read: Meeting Room Cancellation. Email address: ashburnlibrary@loudoun.gov. Weather related cancellations are refunded.
- ☐ Groups requesting AV equipment must provide a member familiar with the operation of audio/video equipment. The group will be responsible for any damages other than normal wear and tear (e.g. bulbs).
- ☐ The organization is responsible for setup and cleanup of the room and furniture. Appropriate time before and after the meeting should be included in the booking time. The authorized representative of your organization is responsible for the good condition of the room and will report any damage to the room or its contents to library staff.
- ☐ Users are responsible for notifying their members of meeting cancellations due to weather. Please call the library to determine if it is open as they will change their phone message to report open/closed status or visit the library website at library.loudoun.gov.

Renters are not covered by the County of Loudoun's liability insurance.

I am an authorized representative of the organization named above. I have read and agree to comply with the regulations for the use of Loudoun County Public Library public meeting rooms as set forth above and in the Library Policy on Meeting Room Use which I have received and read. I agree that any violation of the rules and requirements set forth in this application may be grounds for immediate expulsion and denial of future use of the facility.

Signature: